



LEA Calendar Application

User Manual

Arizona Department of Education
School Finance Division
1535 W. Jefferson Street
Phoenix, Arizona 85007-3209
<http://www.ade.az.gov/schoolfinance/>

Version 1.0
Last Updated: April 23, 2001

TABLE OF CONTENTS

INTRODUCTION.....	3
LOGON	4
COMMON LOGON ID AND PASSWORD	5
CALENDAR APPLICATION	6
 SUBMITTING PARENT ENTITY CALENDAR.....	 7
A. Calendar Options.....	8
B. Entering Calendar Date	10
C. Activate Calendar	11
D. Edit Calendar.....	13
E. Delete Calendar	20
 SUBMITTING DEPENDENT ENTITY CALENDAR.....	 21
A. Dependent Entity Calendar Selections.....	23
B. Dependent Entity Calendar Option	24
C. Dependent Entity Selections	25
 SUMMARY CALENDAR.....	 28
 WRAP UP	 29
 APPENDIX A.	 30

INTRODUCTION

In accordance with A.R.S. §15-1042.B. by July 1, 2001 Local Education Agencies' (LEA) will be required to submit their data electronically, in order to receive funding, for costs of educating students. Student Accountability Information System (SAIS) LEA Calendar will play a critical role in calculating aggregate membership and attendance from individual records. The implementation of the LEA Calendar component is integrated with the Student Database. A calendar may be associated with any type of entity. If the dependent entity (e.g. school) operates by its own specific calendar, it will have to submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by the Student Database. Private Schools will also required to submit a calendars. The LEA calendar application is on the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a user name, password, and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to enterprise@ade.az.gov or contact Regional Training Center at <http://www.ade.az.gov rtc>.

Any questions regarding use of this document or LEA Calendar application should be directed via e-mail to dschuri@ade.az.gov or 602 542-8797 at School Finance, Arizona Department of Education.

LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance.

Logon onto the Internet and Arizona Department of Education Home Page

<http://www.ade.az.gov/>. At the top of the page click on “*ADE System’s Common Logon.*”



Fig 1. ADE Home Page

COMMON LOGON AND PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users.

Enter Username and Password. Click on the “*Continue*” button to proceed.



SAIS
Welcome to Arizona Department of Education's Common Logon
The gateway to secure data transactions and information.

Username:
Password:

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgotten your password or would like more information:
Contact the Enterprise Management Office at (602) 542-1269 or Email: enterprise@wsd.azde.state.ar.az.

Figure 2. Common Logon Page

CALENDAR APPLICATION

In order to continue with the LEA Calendar: Place cursor on “*LEA Calendar*” and click.



Figure 3. Application Access Menu

Superintendents and/or administrators are encouraged to update their contact e-mail list regularly. This list is the first means of communication between ADE and LEAs. You can check this list by utilizing the “*LEA Profile*”

SUBMITTING PARENT ENTITY CALENDAR

As previously mentioned parent entities will be required to submit their calendars before dependent entities. Dependent entities that are on the same time frame as parent entities will not be required to submit a calendar. If dependent entity's schedule differs from the parent entity then the dependent entity must activate a calendar. All entities must have completed and submitted their LEA Calendars before July 1, 2001.

Based upon your Username and Logon ID this will drive what School/District will default. Place your cursor on "GO" and click to continue.

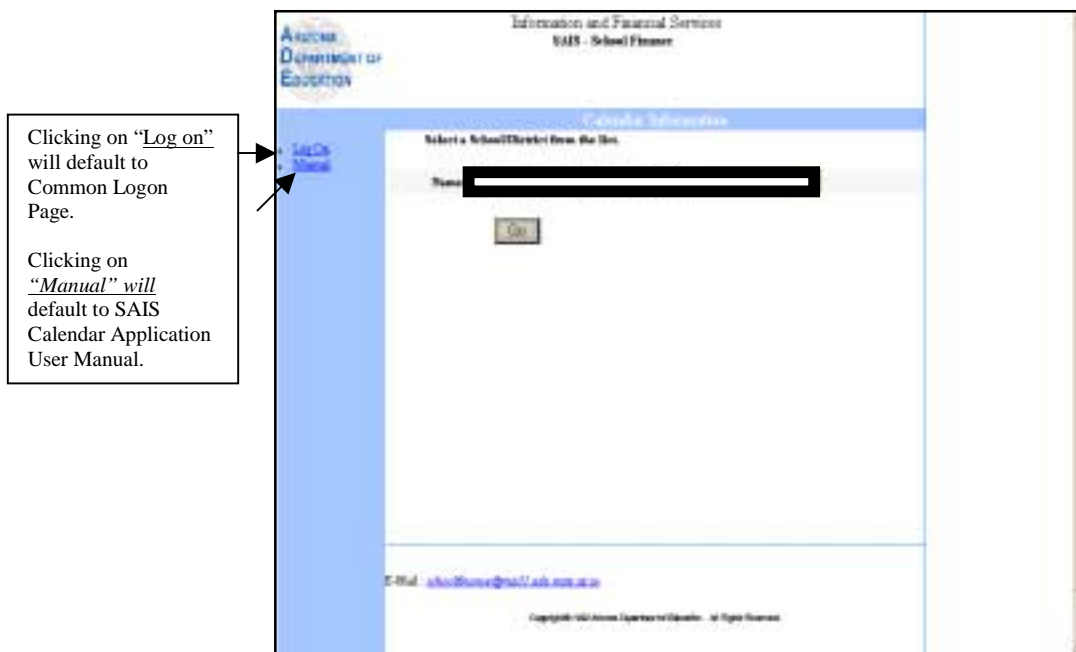


Figure 4. LEA School Page

A. Calendar Options

There are two components to the LEA Calendar Application. This is the Detail Calendar and the Summary Calendar. The Summary Calendar is an outline view of days schools will not be in session. Holidays have already been programmed into the system and can be seen in the Summary Calendar. Also days that have been keyed into the system indicating school not in session will be viewed in the Summary Calendar. The other component of the LEA Calendar is Detail Calendar. This component is where the calendar is build. The first screen of building entities' calendar is option page. This screen allows the following options: **Fiscal Year**, **Track Number** (1 thru 4), **Information** (Summary or Detail Calendar), and **Month**.

- A. Fiscal Year: 2001-2002 will be the selection for this coming year.
- B. Track Number: Parent entities will not have a Track Selection. "NA" automatically defaults.
- C. Month: The display window will show a 12-month period. When accessing this page July will always default. Click on the drop down arrow to select a month other than July.
- D. Information: Detail Calendar will default when accessing this page. The other choice is Summary Calendar.

Select the appropriate options and click on the "GO" button.

Information and Financial Services
SAIS - School Finance

Calendar Information

Log On

Select the following information

Fiscal Year: 2001/2002

Month: August

Track number: NA

Information: Detail Calendar

GO

Select Month if Selecting Detail Calendar Information

eMail: calinfo@arizona.gov

Figure 5. Option Page

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entity will be allowed to either inherit the parent entity's calendar or create a calendar of their own.

Place Cursor on the “*Add Calendar*” and click.

The screenshot displays the 'Calendar Information' page within the SAIS - School Finance system. The page header includes the Arizona Department of Education logo and the title 'Information and Financial Services SAIS - School Finance'. The main content area features a 'Calendar Information' section with a table containing the following data:

CTIS	Name	Fiscal Year	Month	Days In Session
		2008/2009	July	8
		NA		

Below the table, a message states: 'No Calendar Information Found. You can add new calendar information.' An 'Add Calendar' button is positioned below this message. The footer of the page includes a 'Log On' link, an email address 'schoolfinance@azde.net', and a copyright notice for 'Copyright 2008 by the Arizona Department of Education'.

Figure 6. Add Page

B. Entering Calendar Dates

A.R.S. §15-341.01 states that “Notwithstanding any other law, school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty days each school year”. This is an increase from the present one hundred and seventy five days. Statute also states that this increase will be conducted in phases. The first increase will be in FY 2001-2002 and the increase will be to one hundred seventy six days. It will increase one day every Fiscal Year, with the last increase being in FY 2005-2006. The system has been programmed to accommodate these changes every year. A feature has been placed on this page indicating the minimum days school can be in session. This change applies to schools operating on a school year as prescribed in A.R.S. §15-801A. Schools that have been exempt from operating on a school year, in accordance with A.R.S. §15-801A, will be required to have at least one hundred and forty-one day that school has to be in session for FY 2001-2002. The last increase will be in FY 2005-2006 with the minimum days in session being one hundred and forty-four. Note: In FY 2002-2003 an increase will not take effect.

Select the days in which school is in session. Monday through Friday has been preselected. If school is in session on Saturday or Sunday click within the box and a check mark will appear. To remove a check within the box, just click in the box and this action will remove the check mark. In creating entities' calendar notice the format for keying in dates. If an error has been made click on the “RESET” button and this will clear all dates. If making corrections within a certain box highlight the entire block and re-enter in correct date.

Once all the fields are complete click on “SUBMIT” button.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTID: 00000000
Name: The Treasurer Group, Inc.
Fiscal Year: [REDACTED] Month: July
Days In Session: 0

Please select the days school is in session.
☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Please enter the following dates in the format (mm/dd/yyyy)

First Day of School:	<input type="text"/>	Last Day of School:	<input type="text"/>
First Day of Winter Break:	<input type="text"/>	Last Day of Winter Break:	<input type="text"/>
First Day of Spring Break:	<input type="text"/>	Last Day of Spring Break:	<input type="text"/>

Reset Submit

③ Once you select it might take a few minutes to process, please wait ...

E-Mail: info@saisservice.com

Figure 7. Calendar Date Page

- C. Insure when keying dates format is as follows: mm/dd/yyyy (08/16/2000)

The system has been programmed to reflect Federal Holidays. The four holidays outlined in A.R.S. §15-801.B., (Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day), cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools schedule.

Calendar is only complete to the point where days entered on the previous page and federal holidays are reflected. If no other changes are needed calendar can be activated from here by clicking the "Activate" link on the left side of the page. There are four categories days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided below.

If changes are required use the arrow keys at the top of the calendar to scroll from month to month within the same fiscal year. Using the drop down arrow a selection box will appear allowing the ability to scroll past one month forward or one month backward. Entities should review the days entered. Any additional days that School is not in Session (i.e., Day After Thanksgiving, Inter-session days etc), will need to be updated.

Information and Financial Services
SAIS - School Finance

Arizona Department of Education

Calendar Information

CTEC: [REDACTED]
Name: [REDACTED]
Fiscal Year: [REDACTED]
Track Number: NA
Status: Inactive
Month: July
Days In Session: 204
Action: Full

A default calendar is added, please go through each month and make necessary changes

July 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Color Codes:
Blue: Regular school day
Red: Holiday (School not in Session)
Gray: Weekend
Orange: Special day (First day of class, 40th day)

First Day of School will be highlighted in Orange. Place cursor within date and window will appear indicating First Day of School

These arrows allow you to scroll forward month or backward one month.

The drop down arrow allows, drops down a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

January 2001
February 2001
March 2001
April 2001
May 2001
June 2001
July 2000
August 2000
September 2000
October 2000
November 2000
December 2000

Color Codes:
Blue: Regular school Day/School in Session Day
Red: Holiday/School Not in Session/Authorized excused day
Gray: Weekend
Orange: Special Day (First Day of School, 40th day, 100th day, and Last Day of School)

Figure 8. Calendar Page

When the “*Activate*” link is pressed to activate the calendar a dialog box will appear indicating the time and date the LEA Calendar was activated. Entities will have 14 days from the time “*OK*” button is clicked to make any changes. After the 14-day window has elapsed School Finance, ADE will need to be notified to make any changes. A link has been established on the School Finance home page under Forms for entities requesting LEA Calendar changes. Click “*OK*” to continue.

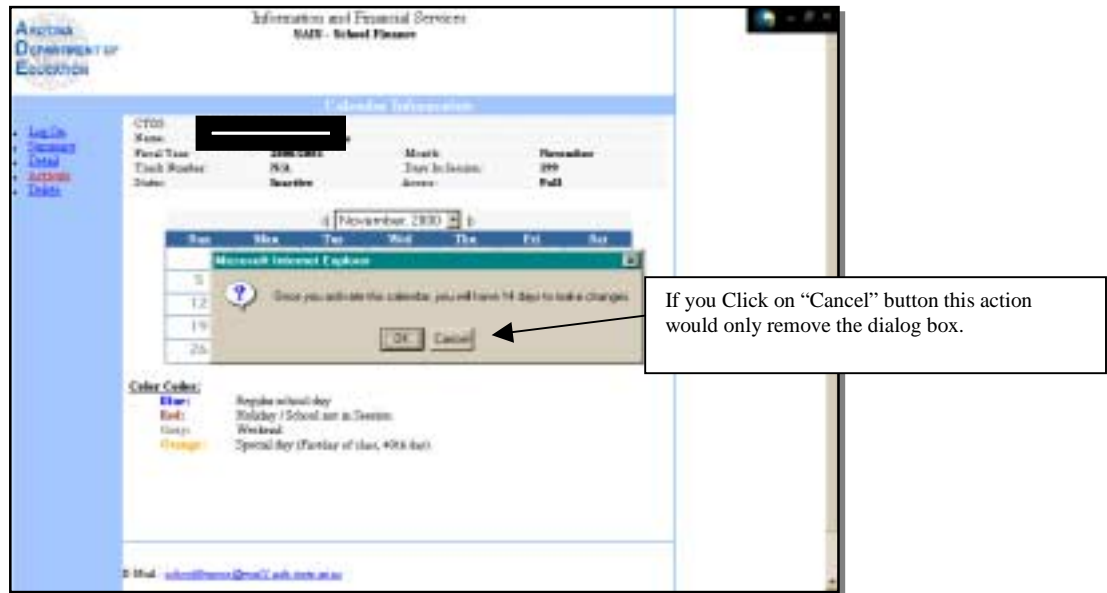


Fig 9. Activate Edit

This is confirmation page indicating calendar has been activated.

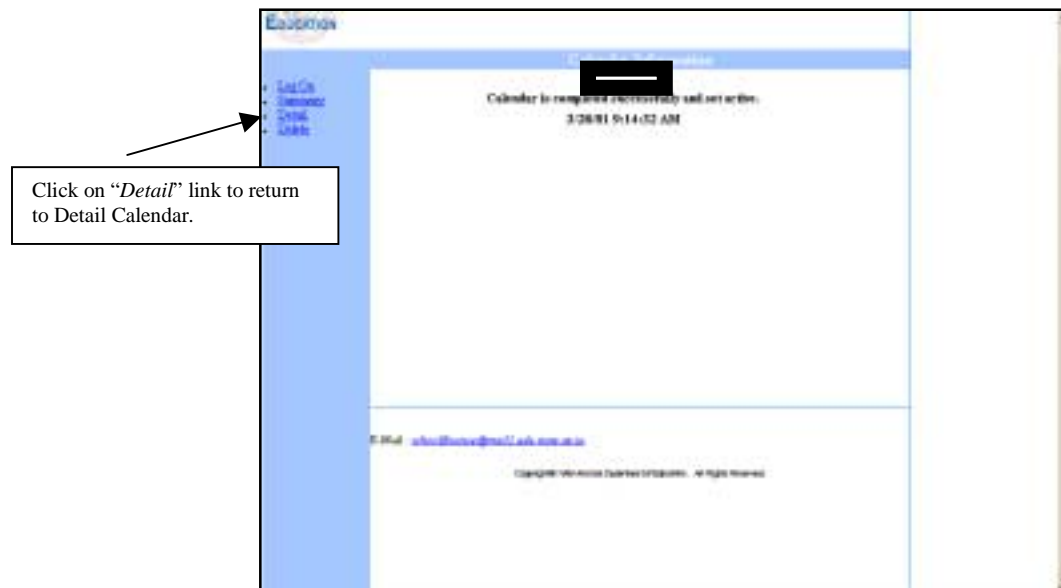


Fig 10. Activated Edit Page

D. Edit Calendar

If further changes are required to complete the calendar, scroll to the month changes are required and place cursor on the first date a change is required: In the scenario below the change that will take effect is changing the day after Thanksgiving from a “Regular School Day” to “Day after Thanksgiving”,

Place cursor on the date you wish to change and click.



Figure 11. Calendar Page

Figure 12 below allows the date and occasion of the date selected to be viewed. If this is the date desired to make changes on click the “Edit” button. If not select the “Back” button to start over again.



Fig 12. Edit Page

Using drop down arrow in Occasion line scroll to Day After Thanksgiving and click. The edit (Day After Thanksgiving) should appear in Occasion line.

Arizona Department of Education
Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: November
Track Number: NA Days In Session: 215
State: Arizona 8000/2001 Action: Full

From: 11/24/00
To: 11/24/00
Occasion: Regular School Day
Christmas Day
Columbus Day
Day After Thanksgiving
Deer Hunting Day
Easter Holiday
Fall Day
Fall Break
Good Friday
Independence Day
Indian Day
Intra-Session

E-Mail: schoolfinance@msd1.ednet.arizona.gov

Fig 13. Occasion Selection Page

. Click "Save" button and the calendar page should appear with Nov 24, in red.

Arizona Department of Education
Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: November
Track Number: 1 Days In Session: 216
State: December Action: Full

From: 11/24/00
To: 11/24/00
Occasion: Day After Thanksgiving

Occasion Window

Cancel Save

E-Mail: schoolfinance@msd1.ednet.arizona.gov

Fig 14. Save Occasion Page

Once the save button has been depressed the detail calendar will appear with the new change. In this case the 24th is in red. Also the counter has removed one day from the Days in Sessions row. The Status row has changed to Inactive. If this is the only change activate the calendar from here. If further changes are necessary follow the outlined procedure.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTED:
Name: [REDACTED]
Fiscal Year: 2000-2001
Track Number: NA
Status: Inactive
Month: November
Days in Session: 204
Term: Fall

4 November 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Day After Thanksgiving	

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (Follower of class, with day)

5-8840 schoolfinance@ms11.mde.state.az.us

Figure 15. Calendar Page

For changes that require a date range, meaning changing two or more days in the same sequence, can following this example. Scroll to the necessary month and click inside the first day, of the date range. In the example below school will not be in session, due to “inter-sessions,” from April 16, 2001 to April 20, 2001.

Using the drop down arrow scroll to April 16, 2001, place cursor within date box and click.

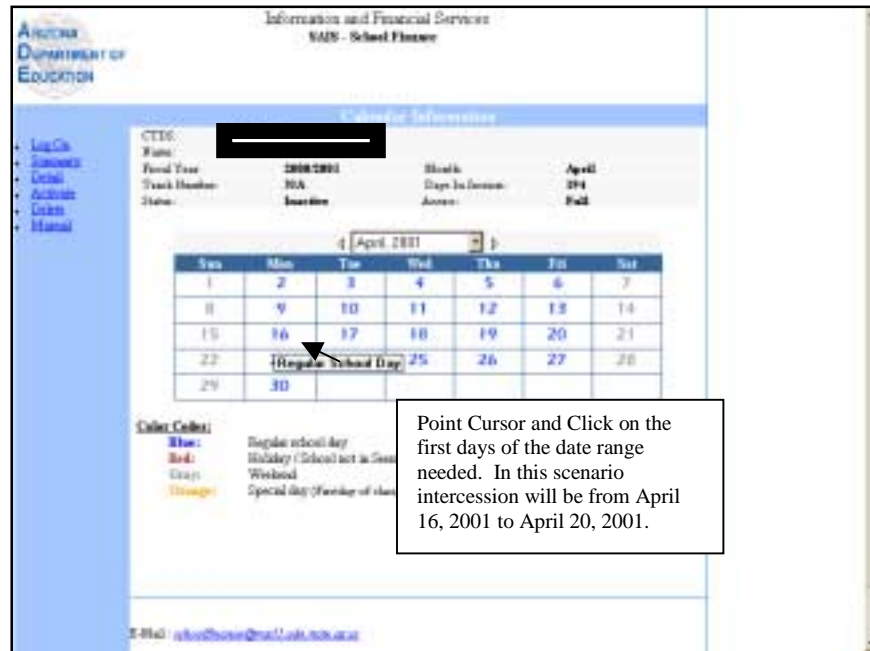


Fig 16. Update Page (A)

Edit screen will appear. Click on the **EDIT** box, to proceed.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: [Redacted]
Track Number: NA
State: Active 80902001
Month: April
Days In Session: 194
Occasion: Regular School Day

Back Edit

E-Mail: sais@education.arizona.gov

Copyright © 2001 Arizona Department of Education. All Rights Reserved.

Days in Service = 194

Fig 17. Update Page (B)

When the Occasion page appears the “**From**” row should indicate April 16, 2001. In the “**To**” row change that date to April 20, 2001. This change can be done by placing cursor in date section and keying 20 then deleting the 16. You can also delete the entire date and key in April 20, 2001. Once this is complete click on the Occasion arrow. Scroll down until the “**Inter-Session**” option is highlighted and click. In the “From” row should be April 16, 2001, “To” row should be April 20, 2001 and “Occasion” row should be “Inter-Session”. Click on “**Save**” button.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000 2001
Track Number: 1
State: Executive
Month: April
Days In Session: 194
Occasion: Regular School Day

From: 4/16/01
To: 4/20/01
Occasion: Regular School Day

Reset Save

E-Mail: sais@education.arizona.gov

Counter should reflect “Days School in Session”

First date in date range

Last date in date range

Fig 18. Update Page (C)

Information and Financial Services
SAS - School Finance

ARIZONA
DEPARTMENT OF
EDUCATION

Calendar Information

CTED: [Redacted]
Term: [Redacted]
Fiscal Year: 2000-2001
Track Number: 1
Name: Inactive

Month: April
Days In Month: 30
Action: Full

From: 4/16/01
To: 4/20/01
Occasion: Inter-Session

Inter-Session
Labor Day
Martin Luther King Day
Memorial Day
New Year's Day
Presidents' Day
Regular School Day
School Not In Session
Spring Break
Thanksgiving Day
Valentine's Day

File Help School Finance@mskT.edu www.sas

Fig 19. Update Page (D)

Click on “**SAVE**” *button*.

Information and Financial Services
SAMS - School Finance

Arizona
Department of
Education

Calendar Information

CTED: [REDACTED]
 Fund: [REDACTED]
 Fiscal Year: 2000/2001
 Track Month: MA
 Month: April
 Date In Service: 04
 Date: 04
 Name: Arizona 8481/2001
 Action: Full

From: 4/16/01
 To: 4/20/01
 Occasion: [REDACTED]

Reset Save

Date ranges are from April 16, 2001 thru April 20, 2001.

© 2001 sams@sonnet.com

Fig 20. Update Page (E)

Calendar with new changes should appear. Again the counter went from 194 to 189 reflecting the changes made. If this is the only change needed then “Activate” calendar. If further changes are required continue to update calendar. Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. For cases like this use the “**School Not In Session**” selection. It can also be used with any other combination. If there is an occasion that School is out for Spring break and returns (Regular School Day/School in Session) for a day within this period, then returns to “**School Not In Session**” status just annotate the first part of the session with the appropriate break “**Spring Break**”, and then the second half of the session with “**School Not In Session**” selection.

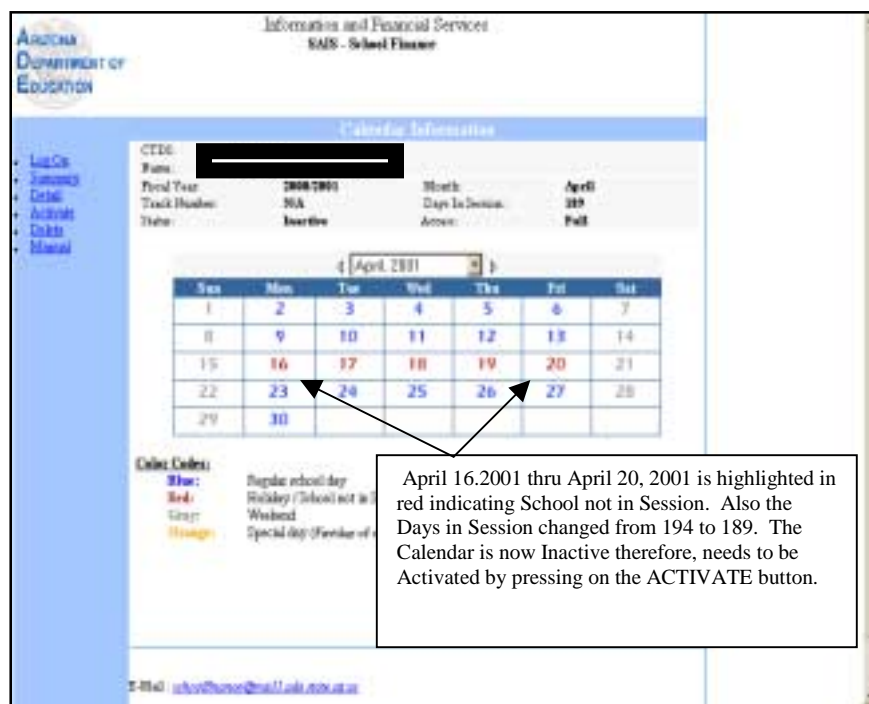


Fig 21. Update Page (F)

NOTE: It is important to understand that in order for ADE, School Finance to consider an entities calendar as complete the LEA Calendar must have been “**Activated**”. A calendar that has not been “**Activated**” will not be considered as complete and can delay the funding process for that entity.

E. Delete Calendar

The last option in editing is Deleting the Calendar. The action erases all dates and default to the Option Page (Fig 5.). This option should only be used when it is necessary to start all over again.

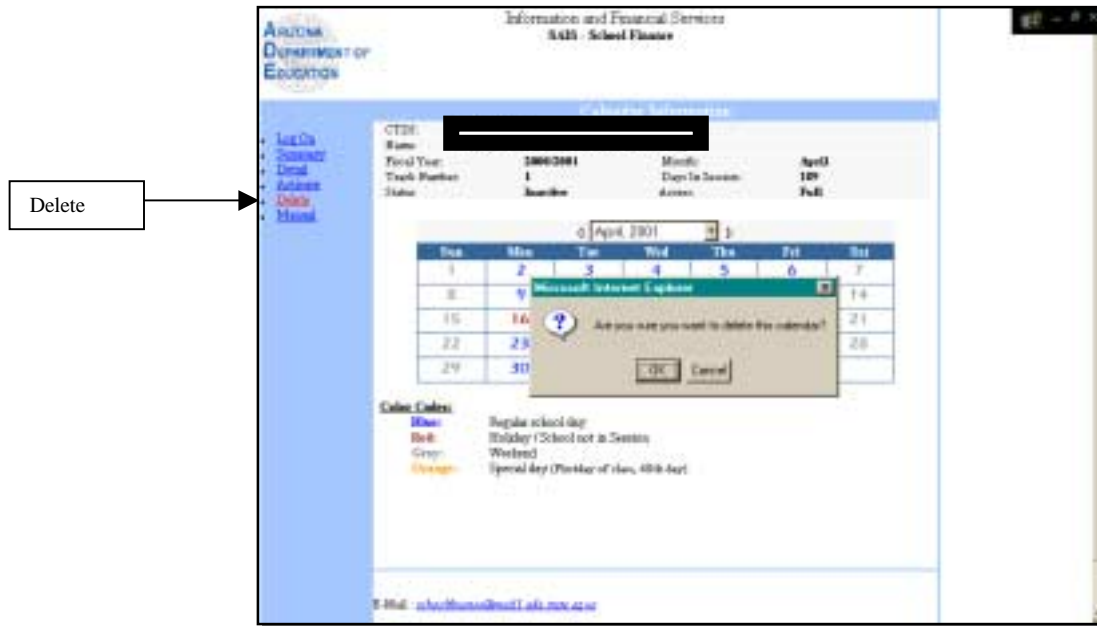


Fig 22. Delete Option

SUBMITTING DEPENDENT ENTITY CALENDAR

The two scenarios explained give entities enough information to complete and submit their calendar. Again, if the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity. Note that there is a fourteen-day window that entities can make changes. Once the LEA Calendar had been activated and 14 days have elapsed, complete and e-mail the form in Appendix A if you need changes made.

The following information is provided for parent entities that are required to submit an LEA Calendar.

The starting point will be Common Logon. Enter Username and Password. Click on the “Continue” button to proceed.



Presented by
SAIS

Welcome to Arizona Department of Education's Common Logon

The gateway to secure data transactions and information.

Username:

Password:

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgot your password or would like more information:
Contact the Enterprise Management Office at (602) 542-3269 or E-mail: enterprise@mail.ade.state.ar.us.

Fig 23. Common Logon Page

Place cursor on “**LEA Calendar**”



Fig 24. LEA Calendar Page

A. Dependent Entity Calendar Selections

Click on the drop down arrow to select dependent entity. Click on the “**GO**” button.

The screenshot shows a web application interface for the Arizona Department of Education. At the top, it says "Information and Financial Services" and "SAIS - School Finance". Below this is a blue header bar with the text "Calendar Information". On the left side, there is a blue sidebar with a "Log Out" button. The main content area has a heading "Select a School/District from the List." followed by a text input field labeled "Name:" and a "Go" button. At the bottom of the page, there is a footer with the email address "Email: schoolfinance@doe.az.gov" and a copyright notice "Copyright 2000-2001 by the Arizona Department of Education. All rights reserved."

Fig 25. LEA Dependent Entity Page

B. Dependent Entity Calendar Options

The calendar options remain the same with the exception of the Track Number Field. In the Track Number Field there will be a drop down box indicating from 1-4. This allows dependent entities that operate on different tracks to submit a LEA Calendar for every track. An LEA Calendar will only be needed on dependent entities that operate on a different schedule from the parent entity.

After appropriate selections have been made place cursor on “**GO**” button and click.

The screenshot shows the 'Calendar Information' form within the SAIS - School Finance system. The form includes the following fields and options:

- Entity Name:** A text field with a blacked-out value.
- Select the following information:**
 - Fiscal Year:** A dropdown menu showing '2000/2001'.
 - Month:** A dropdown menu showing 'July'.
 - Track number:** A dropdown menu showing '1'.
 - Information:** A dropdown menu with options 2, 3, and 4.
 - Calendar:** A dropdown menu.
- Go:** A button to submit the form.
- Instructions:** A note stating 'Select Month if Selecting Detail Calendar Information'.

The Arizona Department of Education logo is visible in the top left corner, and the email address 'afis@doe.state.az.us' is at the bottom left.

Fig 26. Dependent Entity Calendar Options

C. Dependent Entity Selections

Dependent entity should remove the check mark from the Inherit District Calendar field. Placing cursor within check mark box and click can do this. After this is done click on “Add Calendar” button.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTDC: [REDACTED]
Fund: [REDACTED]
Fiscal Year: 2008/2009 Month: July
Total Months: 1 Days In Session: 8

No Calendar Information Found
You can add new calendar information.

Add Calendar

☒ Inherit District Calendar

E-Mail: schoolfinance@mail.adek.state.ar

Copyright 1998-2008 Arizona Department of Education. All Rights Reserved.

Fig 27. Inherit District Calendar

NOTE: In this scenario a school district was used. For charter holders field will read: Inherit Holder Calendar.

Check the days school is in session and then key in dependent entity's days. This will load the calendar. If Saturday or Sunday is check marked then all Saturday/Sundays will be considered Regular School Days. Placing or removing a check mark will adjust the counter in the **Days in Session** field.

Once this is done click on "**Submit**" button.

Fig 28. Dependent Entity Load Page

For entities that operate on a four day calendar place cursor in the check mark box and click appropriate day to remove. In following example Friday is removed. This action will make all Fridays as school not in session days and highlighted in red.

When check mark is removed the Minimum Days in Session also defaults to appropriate days. If six days are check the default will remain at 176.

Fig 28A. Dependent Entity Load Page

If there are no other changes required then **“Activate”** the calendar.

Information and Personnel Services
SAIS - School Finance

Calendar Information

CTID: [REDACTED]

Name: [REDACTED]

Fiscal Year: 2000/2001

Month: July

Track Number: 1

Days In Session: 224

Status: Inactive

Account: Full

July 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Color Codes:

- Blue: Regular school day
- Red: Holiday / School not in Session
- Green: Weekend
- Orange: Special day (Familiar of class, 40th day)

Email: schoolfinance@azde.net

Fig 29. Dependent Entity Calendar

To continue editing the calendar please follow the instructions laid out in **EDIT CALENDAR**. In all cases when finished editing the calendar remember to **“Activate”** the calendar.

Wrap Up

School Finance hopes this manual serves its purpose in helping users fill out the LEA Calendar. Please forward any comments and/or suggestions to the Arizona Department of Education School Finance at (602) 542-8797 or e-mail dschuri@ade.az.gov. All suggestions and comments to improve this manual are highly welcomed.

APPENDIX A**LEA Calendar Change Request Form**

Request for changes should be filled out on the following form and e-mailed to dschuri@ade.az.gov.

Instructions:

1. Complete Change request form by inputting correct information.
2. Save Document by selecting **F**ile, then selecting **S**ave **A**s.
3. Save document to the desired location along with filename.
4. E-mail David Schuricht @ dschuri@ade.az.gov with the calendar change request form as an attachment.

Request for Calendar change

CTDS (9 digits):

School Name:

Fiscal Year:

Track Number:

Reason for Change:

Summary of Change:

Authorizing Person*: _____ Date: _____

* Authorizing Person: Superintendent/Business Manager/Entity Administrator only